

The County of Greene has an opening for a part-time Scale Operator (16 hours/week) at the Solid Waste Facility. Applicant must have computer skills and be available to work **Saturdays**. The successful candidate must pass a criminal background check. Applications may be obtained online at [Http://www.greenecountyva.gov](http://www.greenecountyva.gov). Salary \$12.69/hr. DOQ Full job description and county application can be found at [greenecountyva.gov](http://www.greenecountyva.gov). For consideration, please submit a County Application to: Lisa Roach, Human Resources Director, P.O. Box 358, Stanardsville, VA 22973 or lroach@gcva.us. The position will remain open until filled and applications will be reviewed as received. EEO, AA, M/F/H/V employer.

Scale Operator

FLSA Status: *Non-Exempt*

General Definition of Work

Performs semiskilled work operating truck scales, determining weights, calculating and collecting fees, preparing and maintaining records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Solid Waste Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

Greets and directs customers to proper areas for trash disposal; requests help from Recycling Center Attendant and Equipment Operators to assist customers with unloading; ensures customers place materials in proper containers.

Operates scale to determine entering and exiting weight.

Calculates and collects appropriate fees and past due payments; tallies and balances cash register; prepares and delivers deposits to Clerk's office.

Receives and responds to complaints and questions; provides information regarding loaded trailers.

Prepares and files tickets; ensures accounts are charged correctly; verifies cash receipts and billing for accuracy.

Prepares and maintains daily inspection sheet, reports and files.

Checks loads for hazardous waste and liquids; monitors recycle bins for overflow.

Advise Equipment Operators of large tonnage.

Processes incoming and outgoing mail and invoices.

Orders office supplies.

Knowledge, Skills and Abilities

General knowledge in the operation of a large truck scale; ability to use a calculator; ability to understand and use computer related equipment and cash registers; ability to make simple arithmetic calculations; ability to handle public funds and maintain adequate records; ability to understand and follow specific written and oral instructions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience operating a truck scale and some computer experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, speaking or hearing and reaching with hands and arms, frequently requires repetitive motions and occasionally requires sitting; work requires distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to fumes or airborne particles and occasionally requires exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.